

Chapter 3661 - Medical and Personal

3661 DRUGS, GENERAL

(Revised 7/64)

Agencies ordering drugs should specify the largest size package feasible. Where available, information as to the relative costs should be reviewed and the possible savings compared with such factors as shelf life, repackaging facilities, and whatever safeguards are necessary. When packaging is not an important factor to the agency, only the quantity required should be given and packaging will be specified by the Office of Procurement, Department of General Services. When a package size is specified that is essential to the agency, the estimate should so indicate. The Office of Procurement will change packaging specifications (not the total quantity required) whenever it is in the State's best interest. Agencies will be contacted if the Office of Procurement is uncertain as to the feasibility of the change.

3661.1 HYPNOTIC AND NARCOTIC DRUGS

(Revised 9/91)

State agencies may purchase certain hypnotic and narcotic drugs for less than \$1,000 by sub-purchase order. All orders for drugs as defined in the Controlled Substance Act of 1970, et seq., must be in accordance with State and Federal laws and regulations pertaining to the purchase of such drugs. State agencies responsible for the purchasing and administration of drugs will apply for registration to the Drug Enforcement Administration (DEA Form 225) and will maintain their own DEA order forms.

All sub-purchase orders containing a drug as defined in the DEA Schedule II (narcotic) shall be submitted to the vendor with Narcotic Order Form DEA222C.

All sub-purchase orders containing a drug, as defined in the DEA Schedule III, IV or V, must have the agency's DEA Registration Number noted on the face.

3661.2 SURPLUS DRUGS AND MEDICAL SUPPLIES

(Revised 7/64)

When appreciable quantities of surplus drugs and medical supplies accumulate at institutions, they will be reported in detail to the Office of Procurement, Department of General Services, which will attempt to return these items to the vendor for credit or to sell them to another State agency. Any refund, credit, or income from sale or another State agency will be returned to the agency surrendering the surplus items.

Substantial quantities of drugs that are out of date may be reported to the Office of Procurement which will see if any credit or replacement is available from the vendor. The Office of Procurement is not equipped and will not be expected to determine or advise agencies whether drugs or medical supplies are still usable or should be discarded.

3661.3 TAX-FREE ALCOHOL

(Revised 9/82)

State agencies may purchase tax-free alcohol under their delegated purchase authority. Agencies responsible for the purchase and administration of alcohol will apply for the following permits from the Assistant Regional Commissioner (Alcohol, Tobacco, and Firearms), Department of the Treasury, Internal Revenue Service:

➤ Form 2600 — Application for Permit to Use Alcohol Free of Tax.

➤ Form 1450 — Application and Withdrawal Permit to Procure Spirits Free of Tax.

Form 1450 must accompany all delegated orders issued to vendors.
